

BOARD GUIDEBOOK

Best Practices in Public Charter School Board Governance



Stay Engaged this Summer

Congratulations! You have completed another year of striving to provide quality school choice for students and families. You have also worked hard, and you deserve a break!

This issue of the Governance Guidebook offers resources and materials to help you reflect on a year well done and prepare for next year.

Summer is the right time to consider how Idaho's ESSA Consolidated Plan will impact your school. It's a good time to consider the schedule of board policy review, and to consider whether your school's recruitment plan is optimized.

Take a break, but stay engaged!

THIS MONTH

**STAY MOTIVATED:
THE POWER OF PASSION
AND PERSEVERANCE**

**ARTICLE:
STUDENT ENROLLMENT
FOR BOARD MEMBERS**

**BOARD EXERCISE:
ESTABLISHING A POLICY
REVIEW CYCLE**

**SCHOOL HIGHLIGHT:
GPP WINS MATH CUP**

Sunday	Monday	Tuesday	Wednesday
27	28	29	30
3	4	5	6
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17	18	19	20
24	25	26	27

Don't Forget!

Annual budgets and the School Leadership Update Form are due to the PCSC and the SDE in July.

From the board perspective, make sure you are on-track to approve next year's budget by your June meeting.

Also, be sure to verify contact information with all board members, especially if you have new members.

Stay Motivated

Grit: The Power of Passion and Perseverance.
In this TED Talk, researcher Angela Duckworth, shares an overview of her work on Grit.

The power of hard work and diligence has a greater impact on a person's long-term achievement than talent or natural ability. Duckworth's work is a core read (or watch) for board members who truly believe that all students can be successful.

The trick is in how we empower students to find their passion, to want to work hard, and to have the courage to make mistakes.

Thursday**Friday****Saturday**

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Need a Good Book?

A Framework for Understanding Poverty: A Cognitive Approach. By Ruby K. Payne, Ph.D.

Payne's work acknowledges that successful adults navigate social and professional situations according to various sets of unspoken rules. The book simplifies three "worldviews": wealth, middle-class, and poverty (not necessarily correlated to income). For each worldview, Payne identifies a core value (networking, self-sufficiency, and relationships) as a way to encourage reflection on our day-to-day professional encounters.

Imagine you run into someone you haven't seen in a while, and you strike up a conversation.

Depending on which worldview your friend is experiencing, he might want to talk about who you know (wealth), what you do for a living (middle-class), or how your mother is feeling (poverty).

The book includes a series of common examples (such as a student who didn't complete his homework), and presents an explanation from different worldviews. Educators have the opportunity to not only teach content, but to also acknowledge the value of a student's "first" worldview, while helping him learn to navigate others – like learning to speak another language.

Governance Exercise

Establishing a Policy Review/Revision Cycle

The governing board of a school plays an important role in establishing policy and periodically reviewing the efficacy of that policy. School policies must be compliant with any applicable statute, rule, or policy of oversight bodies (such as the SDE or the school's authorizer). Policies should be aligned to the school's mission and vision. They should provide a framework for the school's administrative team, while leaving the specifics of procedures to the administrator(s).

Why review?

There are a lot of moving parts in the world of education. Statutes change, rules change, and agency policies change. These are all good reasons to review your school's policies each year.

Perhaps the most compelling reason is to help board members develop familiarity with the school's policies. Even if you've had your policies reviewed by legal counsel once, it is wise to give them a "once-over" each year.

When to Review?

The task of reviewing school policies can be daunting. A good practice is to establish a regular schedule for reviewing policies throughout the year. If your board generally has some down-time in July, then use that time to have a committee review a group of policies. This will spread the workload across many board members and develop (or make use of) expertise on your board.

Having a schedule in place is also useful when emotions run high. The opportunity to say, "we will enforce the policy as it stands and take this issue under advisement when we review the policy as scheduled in July," can diffuse a potentially tense situation.

Which Policies are Needed?

The state of Idaho does not maintain a specific set of policies that a school must have, but that doesn't mean there aren't plenty of requirements.

Some policies are required to be in place in order for a school to receive certain funds. For example, a wellness policy must be in place in order for the school to receive National School Lunch Program reimbursements. An adopted special education manual is required for eligibility for IDEA Part B (federal special education) funds.

Other policies are required to be adopted in order to maintain compliance with non-profit laws and ethical practices. Policies such as bylaws and public records requests fall into this category.

In addition, there are many policies that are simply a good idea to have, as they promote consistent practice and can help protect the school from unnecessary risk.

Examples of this type of policy include those regarding volunteers, fair hiring practices,

and extracurricular activities.

Schools may organize their policies in different ways, but below are some examples to get you thinking about your school's policy structure and review cycle.

Policy Category Examples

- 1 - Governance
- 2 - Instruction and Assessment
- 3 - Enrollment and Attendance
- 4 - Grading and Promotion
- 5 - Student Services
- 6 - Student Responsibilities
- 7 - School Safety
- 8 - Community Relations
- 9 - Personnel
- 10 - Financial Management

Think broadly. The "student safety" category includes an emergency response plan, but it also should include anti-bullying, suicide prevention, head injuries, and facilities maintenance.

Important Note

The purpose of policy is to provide guidance for your administrator, who responds to unpredictable issues every day. The best thing you can do to support this work is **keep policy clear, simple, and flexible**.

June / 2018

The chart displays the percentage of respondents who have been vaccinated by date, from Sunday, June 27 to Saturday, July 2. The data is as of 11:59 a.m. EDT on each day. The vaccination rate starts at approximately 65% on Sunday, June 27, and increases steadily each day, reaching about 85% by Saturday, July 2.

Date	Percentage Vaccinated
Sun 27	65%
Mon 28	70%
Tue 29	75%
Wed 30	80%
Thu 31	82%
Fri 1	84%
Sat 2	85%

Fact and Fiction

S	M	T	W	TH	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Fact: The number of students enrolled in public schools in ID has grown by approximately 21,000 students since 2010. Charter schools continue to represent between 6-8% of public school students. This is in keeping with local and national trends.

Further: Idaho was ranked as the fastest growing state in the 2017 Census. The population of Idaho has grown by almost 10% since 2010. 1.7 million people call our state home.

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Idaho's Consolidated Plan

The Every Student Success Act (ESSA), allows State Education Agencies to develop plans to meet the established standards in a way that works best for that state.

Idaho's Consolidated Plan has recently been approved. It is a long read, but worth some time over the summer.

What is the statewide goal for graduation rate by the year 2023? What is the expected proficiency rate of English Learners? Take some time to learn about the shared education goals in Idaho. How will your school measure up?

Student Enrollment for Board Members

The National Charter School Resource Center has published a series of ["toolkits" for board members](#).

The Student Enrollment toolkit, explores what board members should understand about enrollment. It provides an overview of how enrollment is connected to the board's work in budget development and fiscal oversight.

It provides a list of questions that board members should be able to answer in order to make informed decisions. The board plays an important role in laying the right groundwork for a successful recruitment and retention plan.

Weekly Notes

June / 2018

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June 2018

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Check it Out

Do you know your bylaws? Take some time this summer to review the key documents that guide your work as a board member.

Your bylaws outline terms of service, officers, committees, and the process of elections.

Other documents, such as your articles of incorporation, conflict of interest statements, and the professional ethics in government standards also serve to guide how you do what you do.

These are great documents for every board member to read thoroughly.

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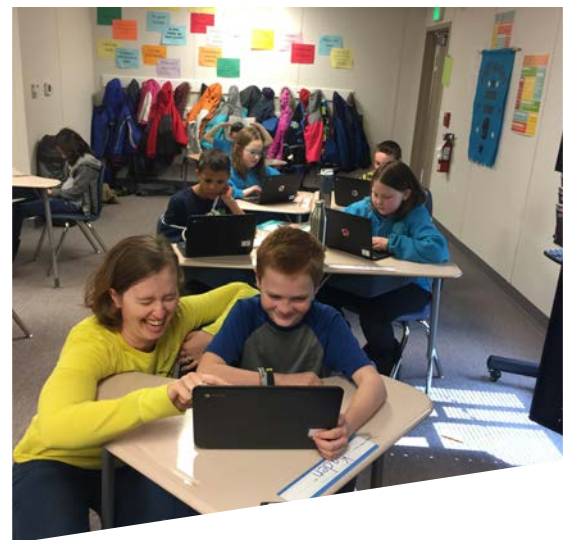
Gem Prep: Pocatello Wins Math Cup

GPP students outperformed students from all over the state to win the 2018 Idaho Math Cup Challenge put on by Imagine Math. Imagine Math honored students at a ceremony at the school and presented students with this year's cup.

279 Idaho schools participated in the 4-week challenge. 79 Gem Prep students completed over 75,000 complex math problems. Their commitment of almost 1000 hours on math practice kept them ahead of the pack each week.

"We're so proud of our students. They worked together, set weekly goals, challenged each other, and won!" said 4th grade teacher, Mrs. England. Congratulations, GPP students!

Gem Prep:Pocatello is a blended learning model with replicated campuses in Nampa and Meridian.



Fourth-Grade Teacher, Mrs. England , works with a student in the Imagine Math Program.

June / 2018

Sat
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Did You Know?

This document is a great resource to help board members see a snapshot of education in Idaho.

S	M	T	W	TH	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
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